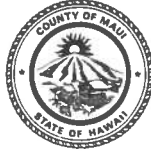


DANNY A. MATEO  
County Clerk



JOSIAH K. NISHITA  
Deputy County Clerk

**OFFICE OF THE COUNTY CLERK**

COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov/county/clerk](http://www.mauicounty.gov/county/clerk)

July 6, 2015

Mr. Eric Fleming, President  
Perfect Image, Inc.  
13615 NE 126<sup>th</sup> Place, #450  
Kirkland, WA 98034

Dear Mr. Fleming:

**SUBJECT: NOTICE OF AWARD FOR RFP 15-001**

The Office of the County Clerk ("OCC"), County of Maui, would like to inform you that Perfect Image, Inc. has been awarded a contract for the subject solicitation in the amount of \$43,761.92. Before our office can send over a contract for execution, please fill out and send back to our office the attached addendum to RFP 15-001.

Should you have any questions throughout this process, please contact me at (808) 270-7748, or by email at [Josiah.Nishita@mauicounty.us](mailto:Josiah.Nishita@mauicounty.us).

This notice of award is issued as the first step in the award process. For a variety of reasons, the OCC may find cause for cancellation of the award, thus the County of Maui is not liable for any work, contract, costs, expenses, loss of profit, or any damages whatsoever incurred by your company until the contract has been fully executed by both parties and the Notice to Proceed issued.

Sincerely,

A handwritten signature in black ink, appearing to read "Josiah Nishita".

JOSIAH NISHITA  
Deputy County Clerk

Attachment

**Addendum No. 1**  
**RFP 15-001**  
**Digital Imaging Services**  
**June 8, 2015**

This addendum is hereby made a part of RFP 15-001 and it shall amend the said document in the following respects:

- 1) File folders shall contain no more than 500 files, instead of the 2,000 file limit previously stated in RFP 15-001; and
- 2) The Office of the County Clerk, County of Maui, has provided responses to questions submitted by prospective vendors for this RFP.

**RE: Office of the County Clerk, County of Maui, RFP 15-001 for Digital Imaging Services**

**SUBJECT: Response to a request for clarifications, changes or approved equal to the above RFP.**

**Q # 1. Request for Clarification:** It appears that Maui County is looking for a Digital Imaging Solution to convert paper documents to digital images, which would in turn enable you to store, access and manage them electronically? Please let me know if this is correct.

**Response:** The Office of the County Clerk is soliciting bids for digital imaging services to convert paper documents to digital images. Proposals may include solutions that vendors feel provide a greater level of service or security to the Office of the County Clerk, but the winning bidder will be expected to utilize this solution to physically image all of the documents as stated in RFP 15-001.

**Q # 2. Request for Clarification:** May companies outside the USA apply for this (From India or Canada)?

**Response:** Vendors located outside of the United States of America may submit bids for RFP 15-001, but all vendors will be expected to meet all applicable guidelines and requirements, and perform such work as stated in RFP 15-001.

**Q # 3. Request for Clarification:** Will vendors outside of the USA be required to come over there for meetings?

**Response:** The winning bidder is not expected to travel to the Office of the County Clerk prior to work being performed, but the winning bidder is expected to perform digital imaging services in the Office of the County Clerk as stated in RFP 15-001.

**Q # 4. Request for Approved Equal:** Can we perform the tasks related to the RFP outside the USA?

**Response:** No, all work as stated in RFP 15-001 shall be performed in the Office of the County Clerk, which is located on Maui, Hawaii.

**Addendum No. 1 to RFP 15-001**

June 8, 2015

**Q # 5. Request for Approved Equal:** Can we submit our proposals via email?

**Response:** No, only hard copies of proposals will be accepted as stated in RFP 15-001.

**Q # 6. Request for Clarification and Approved Equal:** It is apparent that the agency staff will be performing indexing and the vendor is to group the pdf files in a logical fashion, naming them sequentially; however, it is unclear how many documents we might find for each type of document class listed in Section I.D. Can the agency estimate documents per box, or average document size by classification? Can vendors provide a price per document to maintain the document separation?

**Response:** Due to the sheer amount of records, and the variety of documents within each record type listed, it would not be feasible for the Office of the County Clerk to provide an accurate estimation of the total amount of documents per box. For example, contracts received by the Office of the County Clerk may vary from 2 pages per document to over 100 pages per document. Unfortunately each record type can vary greatly, and thus the closest estimation the Office of the County Clerk can provide is total number of pages per bankers box. Due to the lack of an accurate estimation, it would be difficult for vendors to provide a price per document, and instead should provide a price per page based on the estimations given.

**Q # 7. Request for Clarification:** Using the numbers provided in Section I.D., can we estimate the number of pages and the total prep hours at 80 min per box, then provide a price per page for scanning and a price per hour for prep?

**Response:** Vendors may submit proposals as they see fit according to the specifications in RFP 15-001 and this addendum. However, for purposes of comparing proposals across all of those received, only the total cost proposed for the entire project will be evaluated.

**Q # 8. Request for Clarification:** Is it reasonable to assume 1% color scanning?

**Response:** Due to the sheer amount of records, it would be difficult to predict the amount of records that contain color. However, due to the age of the majority of documents, as well as their content, the Office of the County Clerk would expect no more than 2% of the documents to require scanning in color.

**Q # 9. Request for Clarification:** Is it reasonable to assume 3% large format (engineering drawings)?

**Response:** Due to the sheer amount of records, it would be difficult to predict the amount of records that are in a large format. However, due to the content of the majority of the documents, the Office of the County Clerk would expect that no more than 2% of the documents are in a large format (that is, larger than typical 8 ½" x 11, 8 ½" x 14, or 11" x 17" documents).

**Q # 10. Request for Clarification:** Can vendors list unit prices by sheet size and color depth?

**Response:** Vendors may submit proposals as they see fit according to the specifications in RFP 15-001 and this addendum. However, for purposes of comparing proposals across all of those received, only the total cost proposed for the entire project will be evaluated.

**Addendum No. 1 to RFP 15-001**

June 8, 2015

**Q # 11. Request for Clarification:** Please confirm these are standard 15" bankers boxes, not the larger 24" bankers boxes?

**Response:** The bankers boxes are approximately 15 ½"L x 12 ½"W x 10"H.

**Q # 12. Request for Clarification:** What percentage of the total images will measure more than 11" x 17"?

**Response:** See response to question #9.

**Q # 13. Request for Clarification:** Will the vendor have internet access on site?

**Response:** No, the selected vendor should expect to provide their own internet connection, if necessary for their operations.

**Q # 14. Request for Approved Equal:** In a few of the various record types, "there are occasional instances in which larger documents (i.e. maps, building permits) are present". Will the Contracting Agency consider allowing only the Maps to be tagged, pulled and packed up and sent to Honolulu for capture, and sent back to Maui, to be re-filed?

**Response:** No, the larger documents may not be sent to Honolulu. However, the Office of the County Clerk will allow for the larger documents to be scanned at another facility on the island of Maui, whether through a subcontractor or a site associated with the selected vendor's operations.

**Q # 15. Request for Clarification:** In a few of the various record types, "may be coil, comb, book, or strip bound". Coil and comb bound will be removed, can the book, and strip bound pages be cut from the bindings?

**Response:** Yes, the book or strip bound pages may be cut from the bindings, as long as the integrity of the document and its contents are maintained.

**Q # 15. Request for Clarification:** To confirm, the Contracting Agency will be responsible for transport of the documents which include the pickup, delivery to, and return from the conference room? Would all the boxes be brought at once, or in batches, say something like 20 – 30 boxes per week?

**Response:** Yes, the Office of the County Clerk will be responsible for the transport of the documents. Boxes would be brought in batches, based on the speed and efficiency of the selected vendor.

**Addendum No. 1 to RFP 15-001**

June 8, 2015

Approval:

A handwritten signature in blue ink, appearing to read 'Mike White', is written over a horizontal line.

MIKE WHITE, COUNCIL CHAIR  
Council of the County of Maui

Issued: June 8, 2015

**Addendum No. 1 to RFP 15-001**

June 8, 2015

**RECEIPT**

Receipt is acknowledged for Addendum No. 1 of the solicitation entitled "Digital Imaging Services", RFP 15-001.

Please acknowledge receipt of this addendum by mailing this receipt page with your proposal to the Office of the County Clerk, Kalana O Maui Building, 200 South High Street, 7<sup>th</sup> Floor, Wailuku, HI 96793.

Received by:

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**SIGNATURE**

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**NAME OF FIRM**

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**ADDRESS OF FIRM**

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**DATE RECEIVED**